

**VILLAGE OF NORTHFIELD  
BOARD OF TRUSTEES  
Minutes of June 12, 2007**

- I. **ROLL CALL:** Chair Richard Sutor, Trustees Samantha Baraw, Libby Hambleton, Tom McCarney, and Jim Wilson. Also present were Village Manager Nanci Allard, Superintendent of Public Works William Lyon, Water/Sewer Department Foreman Patrick Demasi, Patricia Coppolino (Northfield Conservation Cooperative), Thomas Nesbitt (Stantec Consulting Services, Inc.), Melody Wilson, and Kathleen Lott (*Northfield News and Transcript*)

The meeting was called to order at 7:00 p.m.

II. **ORGANIZATIONAL MEETING OF THE BOARD**

- a. **Election of Chair.** Motion by Trustee McCarney, seconded by Trustee Hambleton, to nominate Jim Wilson as Chair. Without objection, the nominations were closed. **Motion passed 4-0-1, with Trustee Wilson abstaining.**
- b. **Election of Vice-Chair.** Motion by Trustee Sutor, seconded by Trustee Baraw, to nominate Libby Hambleton as Chair. Without objection, the nominations were closed. **Motion passed 4-0-1, with Trustee Hambleton abstaining.**
- c. **Committee Appointments:**
  1. **Common Project:** Trustee Hambleton
  2. **Ethics Committee:** Trustee Baraw
  3. **Highway Standards (Paving):** Trustees McCarney and Wilson
  4. **Inter-Local Agreement:** Trustees McCarney and Sutor
  5. **Joint Management:** Trustees Baraw and Hambleton
  6. **Labor Agreement and Bargaining:** Trustee McCarney
  7. **Town / Village Merger:** Trustees Sutor and Wilson
  8. **VPPSA Representatives:** Manager Allard and Trustee Sutor
  9. **Efficiency Vermont:** Trustees McCarney and Sutor
- d. **Meeting Conduct.** Meeting conduct will be governed by Roberts Rules. Motion by Trustee Sutor, seconded by Trustee McCarney, to be governed by Roberts Rules unless otherwise specified. **Motion passed 5-0-0.**
- e. **Regular Meeting Schedule.** The normal meeting schedule is the 2<sup>nd</sup> and 4<sup>th</sup> Tuesday of each month (with the exception of December, when the second meeting is usually cancelled due to the holiday season). Motion by Trustee McCarney, seconded by Trustee Hambleton, to continue with this schedule. **Motion passed 5-0-0.**
- f. **Special Meetings.** Meetings can be called by Chair, Vice Chair, or by two members of the board. Trustee McCarney stated that this had been changed last year to three members of the board and that it did not include the Vice Chair. Motion by Trustee Sutor, seconded by Trustee Hambleton, to continue with this policy. **Motion passed 5-0-0.**
- g. **Designation of Official Newspaper(s):** Previously these were the *Northfield News & Transcript* and the *Times Argus*. Motion by Trustee McCarney, seconded by Trustee Sutor, to continue with these papers. **Motion passed 5-0-0.**
- h. **Official Posting Locations.** In the past, these have been the Municipal Building, the Northfield Printery, the *Northfield News & Transcript* office, the Common Café, and Kenyon's Hardware Store. Motion by Trustee Sutor, seconded by Trustee Hambleton, to continue with these locations. **Motion passed 5-0-0.**

### III. PUBLIC PARTICIPATION (Scheduled)

- a. **Thomas Nesbitt, Stantec Consulting Services, Inc.: Northfield Water Project:** Manager Allard has completed the application to Rural Development. There is a need for an environmental report. This was not done initially because of they were unsure which phase would be done first. There was a discussion of some questions and requested plan revisions from the last meeting between the Trustees and Stantec Consulting. Stantec Consulting has made these changes. Stantec Consulting has decided to jack and bore, as the State has required. The previous bids have been reviewed and it did include jack and bore of the current road; the current prices do seem consistent with those previously supplied. The environmental study was not included in the design services agreement with Stantec Consulting. He has estimated about \$7500 for the study and the submission to the state and federal agencies as required. The biggest issue is the bond vote. Trustee McCarney is looking at what we need to go for a bond vote. We are planning on a vote in October or November 2007. We would like to go to bid in December 2007 or January 2008.
- b. **Patricia Coppolino: Northfield Conservation Cooperative: Patricia Coppolino: Northfield Conservation Cooperative.** Ms. Coppolino said that her group met June 6, 2007 and come up with dates for outreach: Monday, June 25, 2007 at the Wellfield and Wednesday, July 25, 2007 at the High School Forest for tree identification and measuring. They are working on the management plan that the Trustees requested. On Sunday, July 8, 2007, they will be walking Dunstin's Pasture. They would like to do an assessment of the water quality of the Dog River. There will be three phases; the third would be a plan. This would allow the Town to apply for funding for this grant. The Dog River is a priority river for the Vermont Agency of Natural Resources (ANR). Motion by Selectman Johnson, seconded by Selectman Morse, to pursue the grant application. **Motion passed 4-0-0.**

### IV. ACTION ITEMS

- a. **Approval of Minutes**
  1. **May 22, 2007 (Regular Meeting).** Motion by Trustee McCarney, seconded by Trustee Hambleton, to approve the minutes. **Motion passed 5-0-0.**
  2. **May 29, 2007 (Special Meeting).** Motion by Trustee Hambleton, seconded by Trustee Sutor, to approve the minutes. **Motion passed 5-0-0.**
  3. **June 5, 2007 (Special Meeting).** Motion by Trustee McCarney, seconded by Trustee Hambleton, to approve the minutes. **Motion passed 5-0-0.**
- b. **Approval of Bills**
  1. **Warrant #24-07.** Motion by Trustee Hambleton, seconded by Trustee Sutor, to approve Warrant #24-07 in the amount of \$320,160.88. **Motion passed 4-0-1, with Trustee McCarney abstaining due to perception of conflict of interest.**
- c. **Delegation Agreement between VPPSA and Registered Entity.** Motion by Trustee Sutor, seconded by Trustee McCarney, to sign the agreement. This is the agreement that was needed for the Vermont Public Power Supply Authority (VPPSA) to go ahead and purchase the new shares as agreed. **Motion passed 5-0-0.** Motion by Trustee Sutor, seconded by Trustee McCarney, to authorize the Manager to sign. **Motion passed 5-0-0.**
- d. **TRANSCO Units Offering:** Motion by Trustee Sutor, seconded by Trustee McCarney, to authorize the Manager to accept on behalf of the Village of Northfield up to an additional 10% of the future (additional units) to be offered to Northfield. These are the units that are being rejected by the other municipalities. **Motion passed 5-0-0.** Motion by Trustee Sutor, seconded by Trustee McCarney, to sell to VPPSA the stock we have already bought in TRANSCO. If we sell these back, VPPSA will have to borrow additional money back. There are no penalties in selling these back to VPPSA. The return to us would be approximately \$299,000. We are currently accruing about 13% interest on these. The Manager is recommending that we do not sell these back, but that we keep them. Motion by Trustee Sutor, seconded by Trustee McCarney, to withdraw the motion. The motion is withdrawn.

- e. **Northfield Village Utility Vehicle.** There was in the packets a draft policy for vehicle usage. Management has been searching for a vehicle within the parameters specified by the Trustees at the last regular meeting. Utility Assistant Doug Reed is recommending a four-wheel drive vehicle. They have found a Toyota Corolla within the parameters. Trustee McCarney has not seen a total package – he's looking for which vehicle, what are the warranties, how are we going to pay for it, what will we be using it for? It was discussed that this would be paid for through the water, sewer, and electric funds. Any monetary returns or profits would be returned to those funds as requested. Chair Wilson requested a formal presentation for the next meeting.

**V. REPORTS**

**a. Village Manager**

- 1. **Water/Sewer Rates.** This should go to the Inter-Local Agreement Committee. The normal meeting is the 3<sup>rd</sup> Tuesday of the month at 7:00 p.m. Trustee Sutor will attempt to arrange this meeting next week.
- 2. **Water Study.** Motion by Trustee Sutor, seconded by Trustee McCarney, to hire Stantec to do the environmental report necessary for the Phase III Water Project. **Motion passed 5-0-0.**
- 3. **Tuckaway Lane.** The Trustees received a letter from Thomas and Lana Tucker requesting that the Village take over this road. There will be a site visit at 6:30 p.m., with Superintendent William Lyon present, prior to the next regular meeting (06/26/07).

**b. Committee Reports**

- 1. **Merger Committee.** The minutes of the last meeting were in the packets. The next meeting will be next Monday (06/18/07) at 5:00 p.m. in the Municipal Building.
- 2. **Highway Subcommittee:** The subcommittee met with Superintendent Lyon and established priorities. At this time, it looks like there will be two streets eliminated from the last listing (Doyon Road and Wall Street). This could change depending on costs of the blacktop.

**c. Miscellaneous**

- 1. **Efficiency Vermont Project update:** There have not been any meeting recently but there will be a home energy audit presentation coming up soon. The next meeting is scheduled for Thursday, June 21, 2007 at 7:00 p.m.
- 2. **Police Station Site Visit.** Trustees McCarney, Sutor, and Wilson met with the Selectmen appointees to discuss the Police Station. The building was in need of serious repairs as there is severe structural damage. The Selectboard requested that the Manager move the Police Department as soon as possible. The Board will need to make a decision on what to do with the building eventually. Trustees Wilson and McCarney will continue on the building issues in the future.

**VI. PUBLIC PARTICIPATION (Unscheduled):** None.

**VII. EXECUTIVE SESSION:** Motion by Trustee Sutor, seconded by Trustee McCarney, to go into executive session to discuss a personnel matter (Manager's Evaluation). **Motion passed 5-0-0.**

The Board went into executive session at 9:02 p.m.

Motion by Trustee Sutor, seconded by Trustee Baraw, to come out of executive session. **Motion passed 5-0-0.**

The Board came out of executive session at 9:21 p.m. No action was taken.

**VIII. ADJOURNMENT:** Without objection, the Board adjourned at 9:22 p.m.

Respectfully submitted,

*Samantha H. Baraw*

Samantha H. Baraw, Clerk

These minutes are subject to approval at the next regular meeting.